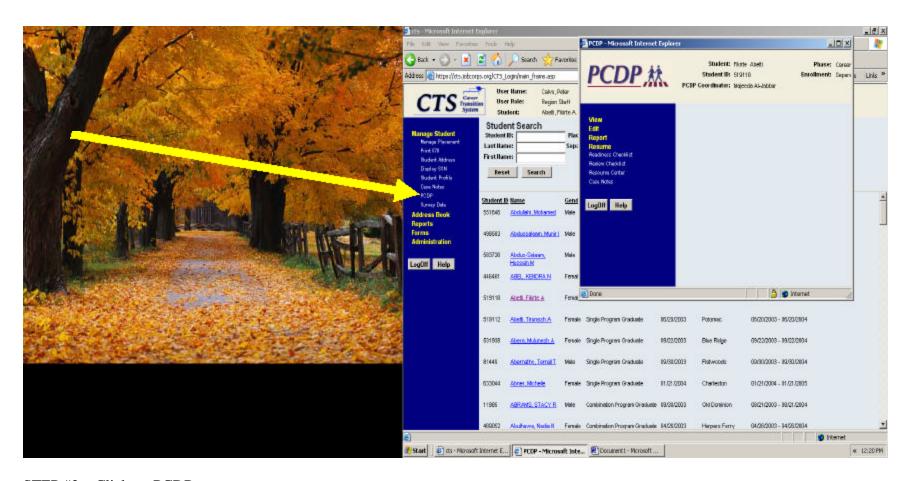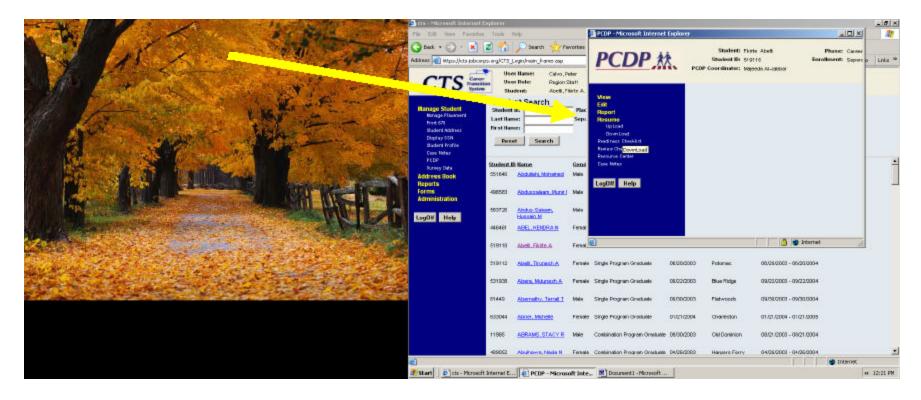STEP #1 Log onto CTS and select a student.

STEP #2 – Click on PCDP
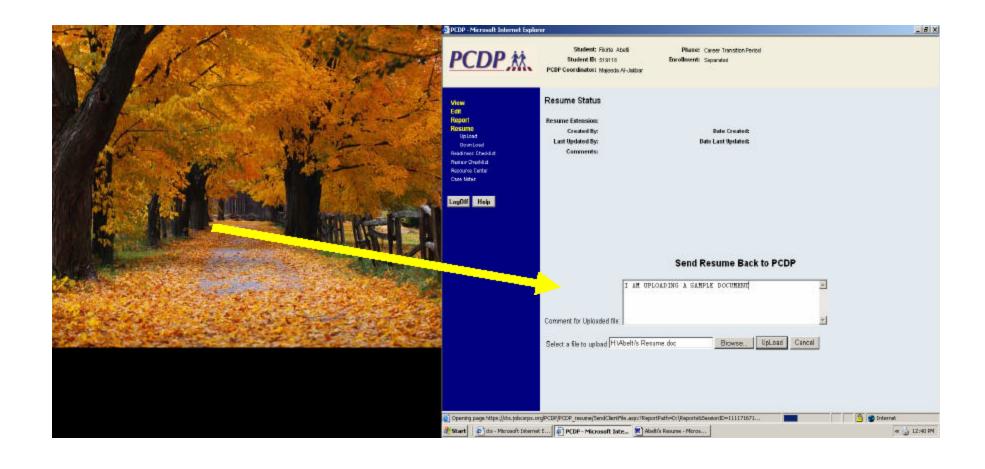
STEP #3 – Click on Resume

IF YOU WANT TO UPLOAD THEN CLICK ON "UPLOAD"

> Upload allows you to put a Resume onto CIS or CTS

IF YOU WANT TO DOWNLOAD THEN CLICK ON "DOWN LOAD"

> Download allows you to retrieve a Resume from CIS or CTS

STEP #4 – If you want to add a Resume to the PCDP – click "Upload Resume"

> You will have the opportunity to put in comments for the upload file. You can browse your computer or a floppy disk to target the Resume.